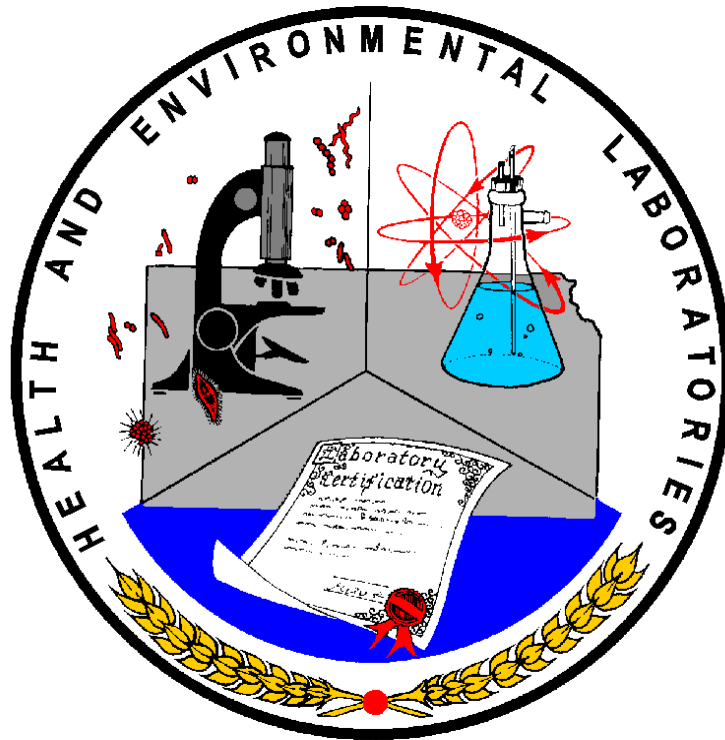


Directions for Collecting Drinking Water Samples



**KANSAS DIVISION OF HEALTH
AND ENVIRONMENTAL
LABORATORIES**

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1. **Examine the address on the outside of the collection kit to make sure that it was delivered to the correct address. Open the can and remove contents. Check the integrity of the bottle. If the lid is slightly loose there is no problem. If there is no lid, call the Env. Lab. for a replacement. If there are any inserted notes read them carefully. The information may help you stay in compliance.**
2. **Read the account name at the top of the card to verify that it is your account listed. At the upper left hand corner there will be a number. It will be your account number. It will also appear on the outside shipping label on the collection kit. If there is any error please call the number on the reverse side of the data collection card. **DO NOT CHANGE ANY INFORMATION WITHOUT CHECKING WITH THE ENVIRONMENTAL MICROBIOLOGY LABORATORY. The Lab will evaluate the problem and suggest corrective action.** Note the date of collection. These may vary due to holidays or other deviations in the calendar.**
3. **Use only sterile bottles furnished by the KDHE Laboratory. Keep bottles sealed until used.**
4. **Do not collect all samples from the same site (refer to siting plans) unless there is only one service connection on your system. (SITING PLAN)**
5. **Wash hands before beginning sampling procedures. When possible, collect samples from rigid faucets. Remove any aerators or filters from the faucet before sampling. Run the water at a steady rate that will not splash out of the bottle. Do not collect water after it has been through a water softener, charcoal filter, yard hydrants, fire hydrants, frost free hydrants, sill cocks or leaking faucets. Try to avoid swing faucets or single handle faucets. If collecting from a swing faucet or single handle faucet flush for up to eight minutes or turn the water heater up to 160° F and flush for two to four minutes. Run the water for four or five minutes with cold water and take the sample.**

6. Remove the bottle lid just before filling, hold the lid in your free hand, fill the bottle to the SHOULDER. **Do not overflow.** Replace the lid and tighten securely. Dry the outside of the bottle before packing. Do not rinse the bottle before using. The chemical Sodium Thiosulfate is added to the bottle as a preservative. If an error occurs call the lab for a replacement bottle.
7. COMPLETE THE FOLLOWING INFORMATION ON THE SAMPLING DATA CARD: PLEASE PRINT ALL INFORMATION
 - a. Collection Date,
 - b. Collectors Last Name and First Initial,
 - c. Time of Collection (military time, 24 hour clock),
 - d. Collection Location: be brief, there is limited space in the computer.
 - e. Chlorine Residual, chlorine residual is requested to be measured every time you collect water samples.
 - f. Information (a) and (c) must be completed or the sample will be rejected.

It is highly recommended that a log be maintained on this information. That will be your legal record that overrides the data collection card. In addition, it is required that a daily record of chlorine residuals is maintained.

Do not use pens with water soluble ink on the data cards, the information may be lost if the bottle sweats or leaks in transit.

The EM Lab will make one call to the telephone number available to try to obtain missing information. If we do not make contact with anyone, the sample will then be invalidated. Please keep us informed about any changes in personnel and/or telephone numbers.

8. **Collection of the sample in the afternoon may reduce the time in transit.** The sample must reach the lab within 30 hrs. Ship samples on Monday, Tuesday, or Wednesday unless one is a holiday. Avoid

having the samples arrive at the EM Laboratory on weekends or holidays. If the time elapsed between the collection of the sample and the receipt at the EM Laboratory is greater than 48 hours, the sample is declared “too old” and you will be sent a "REPLACEMENT" kit for that site.

9. **If you do not receive your sample kits by the 15th of the month, call the EM Laboratory, we will mail a substitute kit by first class mail, still in plenty of time for you to make your compliance. DO NOT WAIT UNTIL THE LAST OF THE MONTH TO CALL.**
This is too late and the EM Laboratory cannot help.
10. If there are minor problems with the receipt of the sample at the laboratory we will ask for a REPLACEMENT sample. The replacement kits for this sample will be accompanied by a sample collection card. Collect these replacements within 24 hours of receipt or the first Monday, Tuesday or Wednesday possible.
11. If there is a detection of total coliform or fecal coliform you will be sent a collection kit that contains three bottles and cards to match. These are referred to as CHECK (repeat) SAMPLES. These should be collected within 24 hours of receipt or the first Monday, Tuesday, or Wednesday possible. If one of these is positive for total coliform or for fecal coliforms a second set of Check samples will be sent. These should be collected at the same sites as the first check samples.

Checks must be collected and shipped on the same day and reach the laboratory at the same time or they will be invalidated and considered a monitoring violation.

You may use the box that they were sent in or a similar container which will hold all three samples to return them to the EM Laboratory.

12. **When there has been a total or fecal coliform detected in one month at a sampling site in the public water supply there must be no less than 5 samples taken the next month. If you collect two samples a month you will receive 3 "plus 5" samples to bring your total collections for the next month to five (5). In this case, you will receive three extra sampling kits. These samples should be divided among your site plan and taken as a regular sample.**

These are not to be confused with the check samples. Failure to collect five samples in a month following a positive coliform will result in a monitoring violation.

13. **Most important: All of your assigned samples must be collected within each assigned month.**
14. **The dates of collection are assigned to facilitate lab loading. We cannot give you good service if all of the samples come in on one day. We, therefore, assign dates of collection to be able to spread the sample load over one month or to avoid holidays. Please adhere to these dates unless there are problems that arise. You may call and have your assigned date of collection changed.**